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MEMORANDUM FOR : Chief, Technical Accounting Staff
SUBJECT : Allotment Records - Simplification of Procedures
REFERENCE : Report of Audit - Far East Division
1 January 1961 to 31 August 1962

1. Paragraph 43 of the reference is quoted as follows:

"43. In our audit of the allotment records and procedures, we observed a number of possibilities for simplifying the procedures and reducing the workload, as follows:

- a. Under present procedures, transportation expenses are charged to the individual cost centers involved. The work would be simplified considerably if all such expenses were handled under a single cost center. This same philosophy might be applicable to a degree to travel, payroll, and other similar expenses.
- b. The Division had 455 unvouchered funds cost centers in fiscal year 1962. Of these, 113 had recorded obligations of less than \$2,000 for the entire year, and 37 were not used. A reduction in the number of cost centers would reduce the related workload.

"We recommend that the Division review its allotment procedures and cost center structure with a view to simplifying them to the extent possible."

2. The Far East Division is interested in any reduction of paper work which can be accomplished without detrimental effect upon Agency records; therefore, advice is requested as to the extent to which the above-cited recommendations can be implemented.

/s/

[Redacted Signature]

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Acting Chief, Far East Division

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